

PAGE SET UP

When you start *Microsoft Word* or click New Blank Document, *Word* creates a new blank document based on the Normal template. This is a general-purpose template that can be used for any type of document. You can modify this template to change the default document formatting or content.

Set up your new in class or at home with the follow specifications:

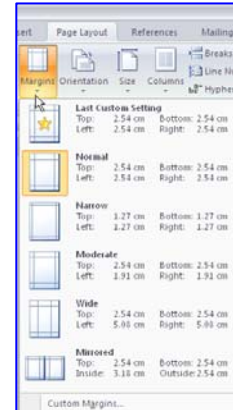
MARGINS

Ribbon, Page Layout Tab, Page Setup Group

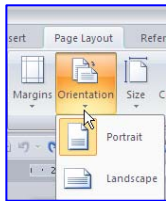
Customise Margins - **Top, Bottom, Left, and Right = 2.54 cm**

Click **Default** (*this will store margin settings in memory*)

Other margin options are available.



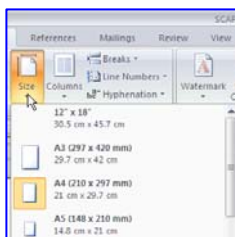
ORIENTATION



Ribbon, Page Layout Tab, Page Setup Group

Choose **Portrait**

SIZE OF PAPER



Ribbon, Page Layout Tab, Page Setup Group

Size – **A4**

Choose custom or letter size only when you are printing on that size paper.

INSERT, DATE AND TIME

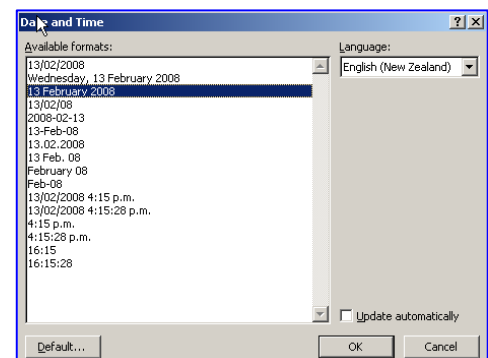
Ribbon, Insert Tab, Text Group

Click **Date & Time** option

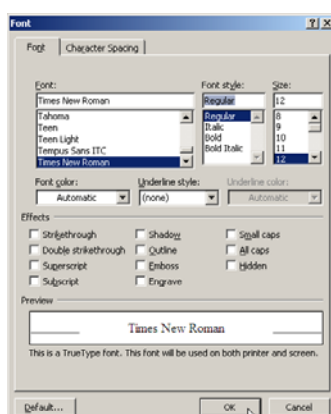
Choose format – **day month year** eg *18 February 2008*

Language – **English (New Zealand)**

Click **Default**



FONT FORMAT



Ribbon, Home Tab, Font Group

Font – Times New Roman

Style – regular

Size – 12 pt

Colour – automatic

Underline – none

Click **Default** button

HEADER/FOOTER INFORMATION

(see separate handout)